

Agency Activity Inventory
by Agency
Appropriation Period: FY 2008-09

Agency: E28 - Election Commission

Functional Group: Legislative,
Executive &
Administrative

200 Administration

Oversee the agency's policies and procedures, provides leadership, support, financial services, mailroom and courier services, and other related administrative services. Also, the sale of list program is located in the administration division. Proviso 79.4 allows the SEC to collect revenue and retain and expend it for expenses incurred in the Sale of List Program.

Statewide Result Area: Strengthen central state government and other governmental services

Strategy: Administration

FY 2008-09

Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$858,469	\$552,769	\$0	\$0	\$0	\$305,700	7.50

Other Fund - Subfund No & Title:

3181 - Sale of List per Proviso 79.4

Budgetary Program No.: I.

Expected Results:

To provide employees and the public with fair and impartial elections through executive oversight of all SEC related matters. The Sale of List program is used 1) to maintain and provide an accurate list of all registered voters in the State for customers and 2) to provide jury lists, as provided in Section 14-7-130 of the S. C. Code of Laws. Payroll, employee benefits, Human Resources, Accounts Receivable, Accounts Payable and preparation of the agency budget are activities maintained in the Administrative division.

Outcome Measures:

The Administrative division provides quality customer service to the public and to SEC employees. Employee services such as HR, payroll, and benefits are provided in the Administrative division. Invoices received are processed within the required 30 day timeframe. Statistics on election expenditures are compiled and used as justification for budget requests. The self-supported sale of list program continues to supply customers with up-to-date and accurate lists of registered voters. Clerks of Court are also provided jury rolls through the Sale of List program.

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201 Voter Services

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Maintain an accurate database of registered voters in the State. Provide support for statewide voting system. Examine and test voting system upgrades. Ensure security and proper maintenance of agency computer network. Maintain availability of Agency website and Intranet.

Statewide Result Area: Strengthen central state government and other governmental services

Strategy: Provide effective and efficient Other Governmental Services which are required by law and/or pertinent to the lives of citizens.

FY 2008-09

Total	General Funds	Federal Funds	Health / Non-Recurring	CRF	Other Funds	FTEs
\$542,877	\$542,877	\$0	\$0	\$0	\$0	9.00

Other Fund - Subfund No & Title:

Budgetary Program No.: II.

Expected Results:

Accuracy of, and access to, voter registration system. List of eligible voters and voter participation available for every election in the State. Provide accurate election definition databases used with voting system. Provide technical support and training on voting system to county offices. Ensure that voting system vendor meets all SC requirements for certification. Security and proper maintenance of agency computer network. Current information and availability of ElectionNet (election Intranet for state/counties) to election/voter registration community users.

Outcome Measures:

The statewide voter registration database is updated daily with adds, changes, and deletions. 333 voter registration lists were provided for 333 elections. Approximately 240 accurate databases were delivered to county election commissions. ElectionNet and a project management site is updated and used on a daily basis.

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202 Public Information - Training

Proviso 79.7 - Training and Certification Program required by state law which includes a curriculum of core courses on the responsibilities of county voter registration boards members/county election commissioners and electives for quality service/professional development. Rover training. An election rover is a person who is trained by the State Election Commission training staff and county election commission on technical details of the use of the voting machines. In case of an issue that may arise with the use of the voting machines, a rover is dispatched to a particular polling place to address the issue. The rover works on election day and assist the county election commission. Poll manager training is conducted by the State Election Commission training staff to include opening and closing the voting machines, use of these machines throughout election day, and specific conduct of elections. Public information area handles correspondence with voters, county election commissions/boards, candidates, political parties, media outlets, officials, agencies, attorneys and various others.

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Statewide Result Area: Strengthen central state government and other governmental services

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Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$167,349	\$132,349	\$0	\$0	\$0	\$35,000	3.00

Other Fund - Subfund No & Title:

3035 - Training and Certification per Proviso 79.7

Budgetary Program No.: III.

Expected Results:

Better knowledge for the county election and voter registration commissioners on conduct of elections and voter registration, to keep communication between a government agency and public and to offer assistance to voters and candidates seeking public office, follow the status of voter registration and election legislation and advise senior management on any changes and updates as necessary, inform all county election commissions of permanent changes in laws. Poll manager/clerk/rover training will provide accurate service to voters in the proper conduct of elections. Constant correct information between our agency and the various listings which assists in the proper conduct of elections. The voter education/outreach initiative will train voters in the use of the voting machines which is expected to increase voter participation and confidence in the election process.

Outcome Measures:

27 Training and Certification classes with a total of 674 participants. Classes were held in Columbia at the SEC office, Georgetown, Greenville, and Myrtle Beach. The Myrtle Beach classes were held during the annual S.C.A.R.E. conference for county voter registration and election commissioners. 107 commissioners became certified during this period with each receiving completion certificates. Four county election commission workshops for the statewide primaries were conducted with a total of 240 participants. 6 poll manager/clerk workshops were presented on conduct of elections - 354 trained. 6 voting machine training classes were held with 179 participants. 1 rover training class was conducted with 4 participants. Four municipal poll manager/clerk workshops were conducted for 36 participants. Five municipal election commission workshops were held with 20 participants. Two workshops were held with the state's political parties for 20 participants. One workshop for municipal clerks with 75 participants. There were 7,000 public information requests.

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203 Help America Vote Act (HAVA)

President Bush signed the "Help America Vote Act of 2002" into legislation on October 29, 2002. The purpose of this legislation was to improve the election process in the United States by providing federal funds to 1) establish a federal presence for election administration and, 2) provide that every citizen has the opportunity to vote and have their vote counted regardless

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of race, gender, or disability.

Statewide Result Area: Strengthen central state government and other governmental services

Strategy: Provide effective and efficient Other Governmental Services which are required by law and/or pertinent to the lives of citizens.

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Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$0	\$0	\$0	\$0	\$0	\$0	0.00

Other Fund - Subfund No & Title:

Budgetary Program No.: V.

Expected Results:

The SC HAVA State Plan outlines how the State plans to achieve compliance with HAVA by providing voting machines to accommodate disabled voters, provide a review screen on every voting machine, install web and toll-free access for voters who cast a provisional ballot to determine the status of their ballot, provide instruction, training and outreach materials to voters and election officials, trace receipt of identification for voters who register by-mail, revise certain forms, develop a formal complaint procedure for reporting HAVA violations, replace punch-card voting system, provide voting machines with the capability of producing a permanent paper record of every vote cast.

Outcome Measures:

Continuing Voter Education and Outreach programs have resulted in a more educated and informed electorate. Funds received in previous years will be carried forward and used in subsequent years. Proviso 79.11 allows the SEC to use excess general election and primary election funds to match federal funds and to ensure compliance with the Help America Vote Act.

Funds were carried forward into FY08/09. Expenditures will be outlined in the updated State Plan.

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204 Special Primaries/Elections

Proviso 79.6 allows the SEC to collect filing fees from candidates filing to run in special elections. A special election is one held due to a vacancy in an office for an unexpired term. Responsibilities include printing the list of registered voters, providing oversight including assistance and advisory services to county and municipal election officials, providing election materials, reimbursing counties for election expenses, and other various duties as necessary.

Statewide Result Area: Strengthen central state government and other governmental services

Strategy: Provide effective and efficient Other Governmental Services which are required by law and/or pertinent to the lives of citizens.

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Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$100,000	\$0	\$0	\$0	\$0	\$100,000	0.00

Other Fund - Subfund No & Title:

3035 - Operating revenue

Budgetary Program No.: V.

Expected Results:

To ensure that every citizen is afforded an opportunity to participate in fair and honest elections.

Outcome Measures:

Successful primary election with all polls open and voters provided an opportunity to vote.

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205 Distribution to Subdivisions

Proviso 79.2 of the Appropriations Act provides a supplement of \$1,500 per year to all county board members of the registration/election commissions.

Statewide Result Area: Strengthen central state government and other governmental services

Strategy: Provide effective and efficient Other Governmental Services which are required by law and/or pertinent to the lives of citizens.

FY 2008-09

Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$390,196	\$390,196	\$0	\$0	\$0	\$0	0.00

Other Fund - Subfund No & Title:

Budgetary Program No.: IV.

Expected Results:

Pass-through funds are forwarded to counties to be used to provide a supplement to the county board members.

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Outcome Measures:

Funds were forwarded to the county to be used for the purpose provided.

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206 Distribution to Subdivisions

Section 7-5-40 of the S. C. Code of Laws provides that all counties are given a supplement based on the county population. The breakdown for the amounts are as follows: Counties with less than 25,000 receive \$456.25 per quarter. Counties with 25,000 - 100,000 receive \$912.50 per quarter. Counties with 100,001 - 200,000 receive \$1,368.75 per quarter. Counties with over 200,000 receive \$1,825.00 per quarter.

Statewide Result Area: Strengthen central state government and other governmental services

Strategy: Provide effective and efficient Other Governmental Services which are required by law and/or pertinent to the lives of citizens.

FY 2008-09

Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$0	\$0	\$0	\$0	\$0	\$0	0.00

Other Fund - Subfund No & Title:

Budgetary Program No.: IV.

Expected Results:

Pass-through funds are forwarded to counties to be used to help defray expenses of personnel in keeping the registration offices open.

Outcome Measures:

Funds were forwarded to the county to be used for the purpose provided.

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207 2008 General Election

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General Elections are held pursuant to Section 7-13-10 of the S. C. Code of Laws. Proviso 79.6 of the Appropriations Act allows the SEC to carry forward any remaining funds to be used for subsequent primary elections.

Statewide Result Area: Strengthen central state government and other governmental services

Strategy: Provide effective and efficient Other Governmental Services which are required by law and/or pertinent to the lives of citizens.

FY 2008-09

Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$0	\$0	\$0	\$0	\$0	\$0	0.00

Other Fund - Subfund No & Title:

Budgetary Program No.: IV.

Expected Results:

To ensure that every citizen is afforded an opportunity to participate in a fair and honest election.

Outcome Measures:

Successful General Election with all polls open and voters provided an opportunity to vote.

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1537 Statewide Primaries

Statewide Primaries are held pursuant to Section 7-13-15 of the S. C. Code of Laws. Proviso 79.6 of the Appropriations Act allows the SEC to carry forward any remaining funds to be used for subsequent primary elections.

Statewide Result Area: Strengthen central state government and other governmental services

Strategy: Provide effective and efficient Other Governmental Services which are required by law and/or pertinent to the lives of citizens.

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Total	General Funds	Federal Funds	Health / Non- Recurring	CRF	Other Funds	FTEs
\$0	\$0	\$0	\$0	\$0	\$0	0.00

Other Fund - Subfund No & Title:

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Budgetary Program No.: V.

Expected Results:

To ensure that every citizen is afforded an opportunity to participate in a fair and honest election.

Outcome Measures:

Successful elections with all polls open and voters provided an opportunity to vote.

Elections were conducted during fiscal year 2007-08.

AGENCY TOTALS

Election Commission

TOTAL AGENCY FUNDS	TOTAL GENERAL FUNDS	TOTAL FEDERAL FUNDS	TOTAL OTHER FUNDS
\$2,058,891	\$1,618,191	\$0	\$440,700
	TOTAL HEALTH/NON-RECURRING FUNDS	TOTAL CAPITAL RESERVE FUNDS	TOTAL FTEs
	\$0	\$0	19.50